



License Agent News



California Department of Fish and Game
April 2009

LICENSE AND REVENUE BRANCH

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INFORMATION

Agent Accounts & Sales Reporting Compliance Unit

(916) 928-5978
(916) 928-5979
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License Requirements

(916) 928-5805
Fax (916) 419-7585
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VISIT OUR WEB SITE AT:

www.dfg.ca.gov/licensing/index.html

CalTIP

Report poaching or polluting incidents
(888) DFG-CALTIP or (888) 334-2258



2009/2010 INITIAL ORDER OF HUNTING ITEMS

Enclosed is your initial shipment of 2009/2010 hunting items. Consignment account initial orders are based on your reported sales from the prior year. Additional items are available to order online at: www.dfg.ca.gov/licensing/agents/agents.html

Delivery of License Orders

The Department of Fish and Game (DFG) currently uses Federal Express (FedEx) to ship license orders. The COD fee for FedEx is **\$9.00**. Please remember to make all checks and money orders payable to DFG, and include your agent account and order ID numbers.

Check Your Shipments Carefully!

Please check all shipments for discrepancies (i.e. missing or defective books, extra books not listed on the shipping report, etc). If any exist, notify the License Agent Compliance Unit within five business days of receipt.

Undelivered License Shipments

If you do not receive your shipments within 15 business days after an order was placed, contact the License Agent Compliance Unit immediately to report a lost shipment. Shipments reported lost after six months cannot be verified and will not be adjusted from an agent's account.

Shipping Schedule

April **Hunting License Items**
April **California Hunting Digest – Big Game**
April **Deer Zone Map** (Are provided as a courtesy to our customers and are not for sale, and unfortunately, are limited to two per license agent location)
June **Mammal Hunting Regulation Booklets**

Return of Expired Inventory

The 2008/2009 Bear Tag Applications expired on December 31, 2008. The last day to receive credit on this item is June 30, 2009. The 2008/2009 Deer Tag Applications, Waterfowl Applications and Waterfowl Area Permits expired on January 31, 2009. The last day to receive credit on these items is July 31, 2009. If you haven't already, please complete the appropriate report form and return all expired inventory to the License and Revenue Branch as soon as possible.

BIG GAME DRAWING DEADLINE IS JUNE 2, 2009

In April, the DFG will mail the 2009 California Hunting Digest-Big Game, to approximately 57,000 hunters who participated in last year's big game drawing. After receiving the digest, hunters will be ready to purchase their license items and apply for the 2009 Big Game Drawing.

Make Sure Your Customers Are Not Left Out

Once you receive your shipment of 2009/2010 hunting items, verify your order and start selling **immediately**. Your customers depend on you to supply them with the correct hunting items to apply for the Big Game Drawing. To help your customers, the requirements for applying in the Big Game Drawings are listed on the back of this newsletter.

NEW FOR 2009!

New Deer Tag Classifications Proposed

The Fish and Game Commission may adopt new rules on April 21, 2009 affecting the issuance of deer tags. Deer tags would be classified based on the date the tag quota filled during the previous license year. The classification would determine how deer tags are issued. The 2009 California Hunting Digest-Big Game gives details about the proposed rule changes. If customers have questions regarding C, D12, D17, A1, A17, A18, A19, A22, A31, or A32, please refer hunters to our web site or to contact their nearest DFG office before applying for one of these tags.

Junior Hunting License Requirement

Fish and Game Code, Section 3031 was amended to change the eligibility requirements to obtain a Junior Hunting License. To qualify for a Junior Hunting License, a hunter must be less than 16 years of age at the beginning of the license year (July 1).

Deer Tag Applications Now Expire December 31

Deer Tag Application inventory now expire on December 31 each year. 2009 First-Deer and Second-Deer Tag Applications must be returned by January 20, 2010. The deadline to receive credit on these items will be June 30, 2010.

Bobcat Hunting Tags

Bobcat Hunting Tags are now available for License Agents to order in limited quantities and only upon request (not a part of initial shipments). If you have customers who request Bobcat Hunting Tags, contact the License Agent Order Desk. There is no age requirement for licensed hunters to purchase Bobcat Hunting Tags. Hunters may purchase one book of five tags per license year. License Agents are required to write the Bobcat Tag number on the hunting license at the time of purchase.

Important Sales Reminders

During the months of April, May, and June most License Agents will be selling 2008/2009 and 2009/2010 hunting items. Please ask your customers the following questions to ensure they are licensed properly:

- **When do you plan on hunting?** If on or before June 30, 2009, they will need 2008/2009 hunting items.
- **Are you applying for the Big Game Drawing?** If yes, they will need 2009/2010 hunting items. Please refer to the back of the newsletter for the items required to apply in the Big Game Drawings.

Instructions for Issuance

Please remind license sales staff to read the instructions on the license books prior to issuing license items. Questions regarding license requirements, issuing items or reporting license sales should be directed to the DFG's Compliance Unit.

Proof of Hunter Education

All applicants must show evidence of hunter education prior to obtaining a California hunting license. License Agents are required to document the hunter education on the inside cover of the hunting license book. Please refer to the inside back cover of the hunting license books for acceptable proofs of hunter education.

Hunting License Requirements

By law, you cannot issue a blank license. Before issuing a hunting license, you must enter the date issued, the name, residence address, date of birth, and physical description. When someone buys a license for another person, you must write the licensee's name and residence address before issuing the license. The license is not valid until completed and signed by the licensee. (Sections 705 and 707, Title 14, California Code of Regulations)

IMPORTANT! Remember to give the customer both parts of the hunting license. The "Application for Duplicate Hunting License" is required to obtain a Duplicate Hunting License at a reduced fee.

Harvest Information Program (HIP) Survey

License Agents are required to ask all hunting license applicants if they plan on hunting migratory game birds. Hunters, who answer "yes", must complete a HIP form and you must affix a HIP stamp to the back of the applicant's hunting license. Persons hunting migratory game birds without a HIP stamp may be cited. The following are considered migratory game birds:

| | |
|--------------------|------------|
| All Ducks | Dove |
| Band-tailed Pigeon | Gallinules |
| Brant | Geese |
| Coots | Snipe |

Mailing Completed HIP Forms

Completed HIP forms must be mailed to the US Fish and Wildlife Service (USFWS) every two weeks in the envelopes provided by the DFG. **DO NOT** use the envelopes to mail sales reports to the DFG; you will be held accountable for the late sales reports and may be subject to penalty and interest.

Selling Wild Pig Tags

If a customer requests to purchase wild pig tags on or before June 30, 2009 make sure you ask when they plan on hunting. Hunters must have the appropriate year hunting license in their possession to purchase tags.

- Hunters must be at least 12 years of age at the time of purchase.
- 2008/2009 wild pig tags require a 2008/2009 hunting license.
- 2009/2010 wild pig tags require a 2009/2010 hunting license.
- There is no limit on the number of wild pig tags a hunter may purchase each year.

Issuing Deer and Bear Tag Applications

Hunters must purchase a First-Deer Tag Application, prior to or at the same time as purchasing a Second-Deer Tag Application.

Hunters purchasing Deer Tag Applications must be 12 years of age on or before July 1 of the license year or at the time of application if after July 1. Hunters purchasing a Bear Tag Application must be 12 years of age or older at the time of purchasing the application.

When issuing a deer or bear tag application, License Agents are required to write the applicant's deer and/or bear tag application number(s) on the appropriate space on the hunting license. This prevents hunters from obtaining more than the legal number of tags allowed during each license year.

IMPORTANT! Big Game Hunters **cannot** use a deer and/or bear tag application to hunt; they must have the appropriate tag in their immediate possession when hunting. To obtain deer or bear tags, hunters must turn in their completed applications to a DFG license sales office listed on the back of the applications or apply for premium deer hunt tags in the DFG's Big Game Drawing.

Updated License Agent Manual Coming Soon

An updated License Agent Manual (LAM) will be distributed to License Agents in June 2009. If you do not receive your copy of the LAM or if you need additional copies please contact the License Agent Order Desk at (916) 928-7691 or email Agent@dfg.ca.gov. Please ensure that all staff responsible for license issuance and sales reporting are familiar with the information contained in the LAM.

Automated License Data System Project

In the coming months, the DFG will provide a project update and news about our plans to implement online license sales later this year.

Inventory Management

License Agents are responsible for the license items on their account. If an error occurs, license agents may be required to provide documentation (i.e. copies of reports, postal confirmation, payments, etc.) to substantiate the discrepancy.

Just a Reminder.....

- ✓ Remember to draw a solid blue line on each unsold license item that is being returned to the DFG.
- ✓ Check your license inventory often and allow 15 business days for delivery of a license order.
- ✓ Fill and print report forms, fee posters, order forms, and other valuable information are available online at: www.dfg.ca.gov/licensing/agents/agents.html.
- ✓ When placing a license order using the license agent order desk voice mail system, please speak slowly and clearly and leave your name, business name, account number and telephone number with area code.
- ✓ Walk-in business for License Agents including picking up license orders and dropping off sales report is not available.
- ✓ For information about other DFG programs or regulations, visit the DFG web site at: www.dfg.ca.gov.

Holiday Schedule

DFG offices will be closed for the following State holidays, please plan accordingly:

| | |
|-------------------|-------------------|
| May 25, 2009 | November 26, 2009 |
| September 7, 2009 | November 27, 2009 |
| October 12, 2009 | December 25, 2009 |
| November 11, 2009 | |

REQUIREMENTS FOR APPLYING IN THE 2009 BIG GAME DRAWINGS

Elk & Antelope Tags

Hunters applying for elk and/or antelope tags or preference points for these species must be at least **12 years of age** on or before July 1, 2009 and must:

- 1) Purchase a 2009/2010 California Hunting License (Resident, Nonresident or Junior).
- 2) Submit the 2009 Elk and/or Antelope Tag Drawing Applications located in the California Hunting Digest - Big Game to the DFG's License and Revenue Branch in Sacramento.

Bighorn Sheep Tags

Hunters applying for a bighorn sheep tag or preference point must be at least **16 years of age** on or before July 1, 2009 and must:

- 1) Purchase a 2009/2010 California Hunting License (Resident or Nonresident).
- 2) Submit the 2009 Bighorn Sheep Tag Drawing Application located in the California Hunting Digest - Big Game to the DFG's License and Revenue Branch in Sacramento.

Premium Deer Hunt Tags

Hunters applying for a premium deer hunt tag or deer preference point must be at least **12 years of age** on or before July 1, 2009 and must:

- 1) Purchase a 2009/2010 California Hunting License (Resident, Nonresident or Junior).
- 2) Purchase a 2009 First-Deer Tag Application.
- 3) Submit the 2009 First-Deer Tag Application to the DFG's License and Revenue Branch in Sacramento.

Apprentice Hunt Deer Tags

Junior hunters applying for an apprentice hunt deer tag must be at least **12 years of age** on or before July 1, 2009 and must:

- 1) Purchase a 2009/2010 California Junior Hunting License.
- 2) Purchase a 2009 First-Deer Tag Application. A 2009 Second-Deer Tag Application can be purchased if the hunter already has a 2009 First-Deer Tag Application.
- 3) Submit the 2009 First-Deer and/or Second-Deer Tag Application to the DFG's License and Revenue Branch in Sacramento.

DEADLINE FOR RECEIPT OF BIG GAME DRAWING APPLICATIONS

Customers' drawing applications for elk, antelope, bighorn sheep and premium deer tags must be received at the DFG's License and Revenue Branch, Sacramento, no later than **5:00 p.m. on June 2, 2009**. License Agents should not offer to forward customers' drawing applications to the DFG.

Deer Hunt Tags Issued Upon Request

Hunters applying for deer hunt tags that are issued upon request must be at least **12 years of age** on or before July 1, 2009, or at the time of application if after July 1, 2009 and must:

- 1) Purchase a 2009/2010 California Hunting License (Resident, Nonresident or Junior).
- 2) Purchase a 2009 First-Deer Tag Application. A 2009 Second-Deer Tag Application, can be purchased if the hunter already has a 2009 First-Deer Tag Application.
- 3) Submit the 2009 First-Deer and/or Second-Deer Tag Application to a DFG license sales office listed on the back of the applications.